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5 December 1984

MEMORANDUM FOR: Curriculum Committee

FROM:

Chief, ISTD   25X1

SUBJECT: DESIST Training Plan   25X1

1. OBJECTIVES.

OTE will provide DESIST users with two weeks of training: a one-week User's Course to teach essential skills; and one or two "Packages Courses" related to software packages available to DESIST users. The purpose of the training is to give DESIST users an understanding of the system and to provide them with the computer skills necessary to use DESIST effectively.

   a. In the User's Course, students will learn how to:

   Access DESIST

   Read incoming mail

   Read cables and finished intelligence reports

   Create a "user interest profile" for themselves

   Create intelligence reports

   Send mail and intelligence reports to other users

   Use an integrated data base for information retrieval and analysis

   Create and maintain private files

   b. In the Packages Courses, which have not yet been designed, we will concentrate on advanced system capabilities not covered in the User's Course.   25X1

2. CUSTOMER.

                                        Chief, Terrorism Information Branch 25X1

OGI.   25X1

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3. STUDENTS.

Students are primarily intelligence analysts who are specialists in international terrorism. We are being asked to train approximately 150 Agency and Intelligence Community employees by the end of March 1985. Eventually, there will be roughly 400 DESIST users who will need both introductory and advanced training.

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4. COURSE DESIGN.

The students will be taught through a combination of lectures, demonstrations, and hands-on workshops.

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5. COURSE SUBSTANCE.

In learning how to use DESIST, students will be taught the essential functions of:

The VM Editor

The AIM electronic mail system

The SCRIPT text editing language

The NOMAD data base management system

The Statistical Analysis System -- SAS

Host Based Word Processing

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6. COST.

Booz, Allen and Hamilton, Inc. is developing the User's Course. Booz, Allen employees will conduct the first six runnings of this course and then turn it over to OTE/ISTD. ISTD is developing the packages course.

Once the courses have been developed and several runnings of each have been conducted, OTE will need to allocate about 1/3 staff year for each of three instructors (a course director and two backup instructors). An additional 1/3 staff year of training assistant time will be needed.

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7. MARKETING.

No advertising is necessary. OGI will select all students from the DESIST user community.

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8. Post-course Evaluation.

An evaluation consisting of a questionaire will be sent to students six months after each course.

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DESIST User's Course

Schedule for Day 1

0845 - 0900   :   Admin and Introductory Remarks

0900 - 0915   :   Keynote Address

0915 - 1030   :   System Overview

1030 - 1045   :   BREAK

1045 - 1100   :   Module 1:   Delta Data Terminal and
                                   Important Keys(for this module)

1100 - 1115   :   Demonstration of logon/help/logoff

1115 - 1145   :   Workshop 1:   Workshop on logon/help/logoff

1145 - 1200   :   Recap/questions

1200 - 1300   :   LUNCH

1300 - 1330   :   Module 2:   DESIST Terminology

1345 - 1400   :   BREAK

1400 - 1515   :   Module 3:   Overview - DESIST functions and
                                     data bases

1515 - 1530   :   BREAK

1530 - 1545   :   Module 4:   DESIST and the Intelligence Analyst

1545 - 1600   :   Take questions on how DESIST will support
                                 certain tasks

Schedule for Day 2

0845 - 0900	:	Brief Review of Day 1
0900 - 1000	:	Module 5: The Textual Data Base-Introduction
1000 - 1015	:	BREAK
1015 - 1100	:	Module 6: The Textual Data Base-Query
1100 - 1130	:	Workshop 2: Workshop on the TDB
1130 - 1230	:	LUNCH
1230 - 1245	:	Workshop questions/solution
1245 - 1330	:	Module 7: How to Get Current Intelligence - UIP & HITS
1330 - 1345	:	Workshop 3: Group Exercise - "How to Build a UIP"
1345 - 1400	:	Module 8: How to Input a UIP
1400 - 1430	:	Workshop 4: Workshop on UIPs
1430 - 1445	:	BREAK
1445 - 1530	:	Module 9: Read Mail
1530 - 1600	:	Workshop 5: Workshop on Read Mail

Schedule for Day 3

0845 - 0900   :   Brief Review of Day 1 and 2

0900 - 0930   :   Module 10: Send Mail

0930 - 1000   :   Workshop 6: Workshop on Send Mail

1000 - 1015   :   BREAK

1015 - 1030   :   Module 11: Replying to Mail

1030 - 1100   :   Workshop 7: Replying to Mail

1100 - 1110   :   Workshop questions/solutions

1110 - 1130   :   Module 12: Search Queries

1130 - 1200   :   Workshop 8: Workshop on Search Queries

1200 - 1300   :   LUNCH

1300 - 1330   :   Module 13: Private File Management-Intro

1330 - 1415   :   Module 14: Private File Management-Manipulation

1415 - 1445   :   Workshop 9: Workshop on Private File Management

1445 - 1530   :   Module 15: Private File Management-SCRIPT

1530 - 1600   :   Workshop 10: Workshop on Using SCRIPT Commands

Schedule for Day 4

0845 - 0900   :   Brief Review of Day 2 and 3

0900 - 0915   :   Module 16:   Creating an Intelligence Abstract

0915 - 0945   :   Module 17:   Abstract - Creating the Reference File

0945 - 1015   :   Workshop 11:   Build a Reference File

1015 - 1030   :   BREAK

1030 - 1100   :   Module 18:   Abstract - Reading the Reference File

1100 - 1130   :   Workshop 12:   Workshop - Reading the Reference File

1130 - 1230   :   LUNCH

1230 - 1300   :   Module 19:   Abstract - Creating the Abstract

1300 - 1330   :   Workshop 13:   Workshop - Building an Abstract

1330 - 1345   :   Workshop review/solution

1345 - 1415   :   Module 20:   The Integrated Data Base

1415 - 1430   :   BREAK

1430 - 1530   :   Module 21:   The Integrated Data Base - Data Organizatio

1530 - 1600   :   Recap Abstract and IDB

Schedule for Day 5

Time	Activity
0845 - 0900	: Review Day 3 and 4
0900 - 0915	: Module 22: Getting Data Out of the IDB - Queries
0915 - 0945	: Module 23: Canned Queries
0945 - 1015	: Workshop 14: Workshop - Executing a Canned Query
1015 - 1030	: BREAK
1030 - 1130	: Module 24: Ad Hoc Queries
1130 - 1200	: Workshop 15: Workshop - Executing an Ad Hoc Query
1200 - 1300	: LUNCH
1300 - 1330	: Workshop questions/solution
1330 - 1345	: Recap IDB
1345 - 1400	: BREAK
1400 - 1415	: Office of Security Briefing
1415 - 1430	: Directorate of Operations Briefing
1430 - 1515	: Module 25: Overviews of Statistical Analysis, Host-Based Word Processing, and Data Base Administrator
1515 - 1600	: Workshop 16: Course Evaluation and Final Comprehensive Workshop